

Workplace Alaska

Class Specification Cartographer IV

Created: 11/15/2001 by Evelyn Pickering	AKPAY Code: P8417	Class Code:	PK0814
Finalized on: 11/14/2001	Class Outline Cat: B	Class Range:	17
	Approved by: Dianne Corso	Class Status:	Active

Category:	Class Title: Cartographer IV
Original Date: 11/16/2001	Use MJR Form: Standard

Original Comments:
Established (Dcorso).

Subsequent Revision Dates/Comments:

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update:	EEO4: B	SOC: 17-1021	Census: 02
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Last Update Comments:

Definition:

Under general direction, Cartographers IV develop and produce a variety of mapping products and related graphic designs directly and through supervision of subordinate staff.

This is a supervisory class with substantial responsibility for the exercise of independent judgment in appointing, promoting, evaluating, transferring, suspending, discharging, and adjudicating the grievances of subordinate personnel.

Distinguishing Characteristics:

This is the supervisory class in the Cartographer series: incumbents supervise professional and technical staff engaged in the production of a variety of mapping products and related graphic designs. Cartographers IV typically participate in production projects, performing complex research and graphic design work requiring a working knowledge of a variety of graphic and mapping software applications, such as Corel Draw, Adobe Illustrator and ARC/INFO programs such as Arc, Arcedit, Arcplot and Regions. Positions have substantial responsibility for exercising independent judgment in appointments, promotions, transfers, discipline, discharges and other supervisory duties.

Cartographer IV is distinguished from Cartographer III by the increased level of supervisory authority and independence of action.

Examples of Duties:

Recruit, select, appoint and train professional and technical employees; establish performance standards, assign work and evaluate performance.

Investigate allegations of employee misconduct; recommend and take disciplinary action; resolve employee disputes and adjudicate grievances.

Organize reports for publication; oversee typing, editing, graphic arts, cartography, and paste-up; track project to completion.

Plan production projects; develop cost and production time estimates; prepare and distribute printing specifications; review bids and select contractor; monitor progress; review work completed by private consultants on projects that require multi-overlay mapping, graphics, illustrations and printing.

Prepare weekly and monthly reports regarding project status, history of information sources; compile indexes.

Review and edit draft maps and graphic products to ensure that all information is portrayed accurately and that the rules and conventions governing cartographic representation are observed.

Create maps using a variety of software programs such as AutoCad, ArcInfo and EDS STRINGS for land or wildlife management, community or highway planning.

Prepare graphics and illustrations used in hearings and publications.

Knowledge, Skills and Abilities:

Working knowledge of the principles and techniques of public sector management including organization, planning, staffing and supervision.

Thorough knowledge of different mapping methods using both manual and automated cartographic techniques.

Thorough knowledge of principles, practices, and current developments in the field of cartography.

Thorough knowledge of procedures and techniques used in compiling and portraying cartographic information.

Thorough knowledge of the methods of map registration to assure that the information layers maintain an accurate alignment.

Considerable knowledge of photographic and printing processes.

Ability to instruct, supervise and evaluate employees.

Ability to perform project planning involving subordinate staff from conception to finished product.

Ability to organize work processes and select work methods and procedures for maximum efficiency.

Ability to create a variety of maps and graphic information using manual and automated means.

Ability to determine the most effective and efficient method of portraying graphic data from written and oral instructions or concepts.

Ability to communicate effectively with others, both orally and in writing.

Minimum Qualifications:

Five years of cartographic or drafting experience including two years of journey level computer assisted map production as a Cartographer II with the State of Alaska or the equivalent elsewhere.

Substitution:

College course work in Cartography or Geography will substitute for the general cartographic experience, on a year-for-year basis (3 semester hours or 4 quarter hours equal one month of experience) but there is no substitution for the two years of journey level computer assisted map production experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have five years of cartographic or drafting experience which included two years of journey level computer assisted map production as a Cartographer II with the State of Alaska or the equivalent elsewhere?

Or Substitution:

Do you have three years of any combination of college course work (3 semester hours or 4 quarter hours equal one month of experience) in cartography or geography and/or cartographic or drafting experience?

AND

Do you have two additional years of journey level computer assisted map production, compiling and producing a variety of maps and other graphic designs? This additional experience is equivalent to a Cartographer II with the State of Alaska.